

<b>CITY OF THE COLONY</b> Status: Exempt Supervised By: Engineering Team Leader	<b>STAFF ENGINEER</b> (Development Program)	<b>ENGINEERING DEPARTMENT</b> Revised: 4/2015
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<b>JOB SUMMARY</b>
Assists in the administration of engineering activities including the design review of civil construction plans for development projects and construction of capital improvement projects, municipal infrastructure/facility improvements, traffic studies, and flood studies while providing excellent customer service to the citizens of The Colony.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>Responsibilities include managing the review of development civil construction plans, plats and site plans and keeping the Team Leader apprised of the status of these projects.</li> <li>Coordinate pre-DRC review of plans, plats and site plans by Engineering and Public Works Departments and prepare and present comments at DRC.</li> <li>Attend DRC meetings and present information as needed to assist the Planning Department with engineering issues. Attend evening city council meetings and planning and zoning meetings as necessary.</li> <li>Coordinate pre-construction meetings for development projects. Administer the collection of engineering inspection fees, grading permit fees, and floodplain development permit fees.</li> <li>Review civil construction plans by checking drawings for completeness, constructability, and conformance with City codes, ordinances and <i>Engineering Design Manual</i>.</li> <li>Prepare engineering studies and analyses to resolve issues arising in the areas of traffic, speed humps, drainage/floodplain, storm water, water, wastewater, and planning.</li> <li>Ability to work with minimal supervision; prioritize heavy workload effectively; assist customers.</li> <li>Ability to prepare internal designs for City projects, as needed.</li> <li>Ability to manage capital improvement projects as assigned by manager.</li> <li>Ability to review and approve stormwater pollution prevention plans and grading, storm water, well drilling, floodplain development, and right-of-way construction permits.</li> <li>Receive and follow-up on complaints and provide documents for the public.</li> <li>Assemble information and prepare Powerpoint presentations.</li> <li>Ability to work with confidential information and documents.</li> <li>Ability to communicate effectively and courteously in person, in writing, by telephone, and via e-mail.</li> <li>Must be able to sit or stand for long periods of time.</li> <li>May be required to perform other duties as required.</li> </ol>
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>
Skill in civil engineering design, including paving, grading, drainage, storm drainage, water distribution, and wastewater collection and treatment. Knowledge of surveying geometric computation, property deeds, plats, easements, and rights-of-way. Knowledge of the construction of street, drainage, utilities, and related appurtenances. Experience with the use of AutoCAD and ArcGis for design purposes and coordinate geometry. Ability to establish and maintain good working relationships with citizens, developers, engineers, contractors, and other City personnel.

<b>EDUCATION, EXPERIENCE AND CERTIFICATION</b>
Must be a licensed Texas Professional Engineer, or have the ability to become licensed, with three or more years of progressively responsible experience in Civil Engineering including hands on roadway and drainage design for streets. Should be able to review detailed drainage plans, assure adequacy of plans, perform detailed drainage calculations, and fully comprehend drainage and erosion control design. Must also hold the credentials of a Certified Floodplain Manager (CFM) or have the ability to become certified within one year. Must possess a valid Texas Driver's License or ability to obtain one and have an acceptable driving record.
<b>CERTIFICATION</b>
Employee Signature:
Date Signed:
Immediate Supervisor and/or Department Head:
Date Signed: